

CONFIDENTIAL

25X1



PLANS AND PROGRAMS STAFF WEEKLY REPORT FOR
PERIOD ENDING 23 MARCH 1983

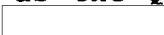
1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

a. LIMS

(1) In a continuing dialogue between the development contract bidder and LIMS representatives, a proposed sequence of objectives and requirements development was prepared and forwarded to the bidder. This will serve to clarify our desired priorities and realign the bidder's interpretation of our needs during the ongoing development effort. The furnished objectives/requirements matrix was prepared by the SDG in coordination with P&PS and AD/PP/OF. Bidder response is expected 29 March. No proposed cost impact is anticipated.

(2) Under the sponsorship of ODP, two OL representatives attended CTEC's Software Configuration Management course last week. Their program was impressive; the role of quality assurance in project development was reaffirmed in its importance; the acquisition of CTEC as the QA contractor appears to have been an excellent choice. 

25X1

b. Regulation Revisions

The following regulations were reviewed, commented upon, concurred in, or published during the past week:

25X1



HHB 30-1, Chapter V, Custody of Funds -

Concurred on the condition that certain changes are made regarding imprest funds. The Chief, Procurement Division will be a cosignatory with the Chief, Audit and Certification Division, OF, on all imprest fund charters if procurement action is authorized. Thus a separate delegation of procurement authority document will not be necessary.

25X1

**CONFIDENTIAL**

SUBJECT: Plans and Programs Staff Weekly Report for period
ending 23 March 1983

LN 18-4, Procurement Workshop - Series 1 - Signed by the
D/L last week.

LN 1-14, Consolidation of the Office of Logistics and
Office of Communications Registries - Signed by the D/L
last week. []

c. Headquarters Claims Review Board

(1) [] gave her standard personal property
claims presentation to the attendees of the following training
courses:

OC/Overseas Orientation Program [] on 9 March 1983

OTE/Field Administration Course [] on 14 March 1983

OTE/Overseas Orientation Course at CofC on 16 March 1983 []

(2) A total of 800 copies of the claims pamphlet entitled
"Government Liability for Personal Property Claims" was forwarded
to Central Processing (CPB) at their request on 22 March 1983. CPB
distributes these pamphlets to employees processing for overseas
tours. Also, 100 copies of this pamphlet were requested by the
Family and Employee Liaison Office, OP, for distribution at the
Overseas Spouse Seminar being presented in the Headquarters
Auditorium from 19 through 21 April 1983. []

d. Training

[] completed the Effective Written English course
held at Chamber of Commerce building (March 7-18). []

Systems Analysis Branch/P&PS/OL
WEEKLY STATUS REPORT
Week of 14 to 18 March 1983

I. Major Activities During the Past Week:

A. Support to OL:

STAT CONIF (Contract Information System). The LINE/DET and ICS/ADD procedures have been completed and submitted to Reva Lathrem, CONIF Data Base Administrator, for testing. The ICS/ADD procedure processes all data for the new LINE/DETAIL file. Data can be received in one of two ways; it is either manually input by CONIF with use of the LINE/DET menu or received from ICS via the ICS/CONIF interface. (U)

II. General Items:

None to report.

III. Problems:

None to report.

IV. Upcoming Events:

None to report.